THE OCTAGON

A Journal of The American Institute of Architects

The Sixty-eighth Convention
Meeting of the Board of Directors
Publicizing Architectural Service
With the Chapters—As of Interest

Volume 8 JANUARY 1936 Number 1

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THE SIXTY-EIGHTH CONVENTION

Official Notice to Members.

Time and Place

THE Sixty-eighth Convention of The American Institute of Architects will be held at Old Point Comfort, and Williamsburg, Virginia, on Tuesday, Wednesday, Thursday, and Friday, May 5, 6, 7, and 8, 1936.

For the second time in many years the Institute is having a Convention of four days, rather than one of three days.

The purpose, this year, is to give ample time for the enjoyment of Williamsburg, and ample time for discussion of the outlook for the architectural profession.

Information concerning hotel headquarters, reservations, transportation, and the program of events will be published in subsequent notices in THE OCTAGON.

Early Election of Delegates

It is highly desirable that each Chapter elect its delegates well in advance of the Convention. Chapter Presidents should give immediate attention to this duty.

Every Chapter, no matter how small or how far away from Williamsburg, should be represented by at least one delegate, in person, when the roll is called on the opening day.

Procedure by the Chapters for election of delegates and the giving of proxies is outlined in the next section.

Procedure for Delegates and Proxies

By action of the Board of Directors, at its December, 1935, meeting, and with the advice of Counsel, procedure for electing delegates and giving proxies was determined as set forth in the following resolutions. The whole purpose is to assure representation from every Chapter and every State Association Member.

Any member of the Institute who is in good standing may be elected to serve as a delegate.

The resolutions of the Board of Directors concerning proxies are:

Whereas, It is desirable that every Chapter and every State Associate Member be represented at the Sixty-eighth Convention, and that they utilize their full right of proxy under the By-laws of the Institute; therefore, be it

Resolved, That the Board of Directors does hereby authorize and declare that any Chapter and/or any State Association Member may be represented at the annual Convention of The American Institute of Architects, to be held in May, 1936, by voting and duly executing its proxy for one or more or all of the delegates to which it is entitled to be represented at such Convention to any duly accredited delegate to such Convention; and each such proxy, when duly accredited to said Convention, shall be voted by the said delegate holding the same; and be it further

Resolved, That the Committee on Credentials at said Convention if it finds the said proxy to be in due and regular form and duly executed, shall accredit each such proxy to the meeting as qualified to be voted therein and thereat by the said delegate.

No Taxes or Refunds

Heretofore, a system of taxes and refunds has been in effect for the purpose of equalizing the delegates' expenses. This year, on account of unusual conditions, there will not be a convention tax or refund in any case. Therefore, the financing of

Sixty-eighth Convention—*Continued.*

traveling expenses strictly becomes a Chapter matter, or a personal matter with the delegate.

Chapter Meetings on Convention Business

The Secretary takes this occasion to urge upon each Chapter President that he arrange for at least one meeting of his Chapter at which Institute affairs and the general outlook for the architectural profession during the next ten years shall be the principal subjects of discussion.

As the Convention this year will be held in early May, it is recommended that the Chapters reserve their April meetings for these two broad subjects and the implications thereof.

The duties which will rest upon Convention delegates this year are of special significance. This Sixty-eighth Convention must devote considerable attention to those basic conditions now existing in our civilization which have a direct bearing on architecture, architectural practice, and The American Institute of Architects during the immediate future; that is, the next decade.

In the environment of Williamsburg, at the morning sessions to be held in the Phi Beta Kappa hall at William and Mary College, the delegates of the Chapters and the State Associations, in company with other members of the Institute and of the profession at large, should be able to take stock of our situation today, and to agree upon certain broad objectives for which the entire profession should strive in the ten years ahead.

The Convention program has been planned to accomplish these purposes.

Full information about that program will appear in the March or April number of The Octagon.

Also, the Convention will be called upon—probably at the sessions of the first day—to dispose of organization affairs completely, including By-law amendments, various annual reports, committee reports, and other items which have to do with the general work of the Institute.

Chapter Officers, delegates, and members are requested to give careful attention to every number of The Octagon published between now and the time of the Convention. By so doing they will obtain full information concerning the program and arrangements.

Each Chapter is urged to send its full quota of delegates if that is possible. If that is not possible, then a part quota and proxy or proxies should be sent. Under no circumstances should any Chapter be without its full representation in some form.

Nominations of Officers and Directors

The Secretary now advises each member of his privilege of nomination by petition, under the procedure indicated in Chapter VI, Article 6, Section 2 of the By-laws. This section provides that not less than fifteen members, not more than five of whom shall be members of one Chapter, and each of whom shall be in good standing in the Institute, may nominate by petition candidates for the offices of Director and President, Director and Vice-President, Director and Secretary, and Director and Treasurer about to become vacant. Each petition shall nominate only one individual.

The By-laws also provide that not less than fifteen members, not more than five of whom shall be members of one Chapter, and each of whom shall be in good standing in the Institute, and each of whom shall be a member of a Chapter within the Regional Division whereof the term of office of the Regional Director is about to expire, may nominate a candidate for Regional Director from that Division.

All nominations must be filed with the Secretary of the Institute on or before forty days prior to the opening day of the Convention whereat the elections are to take place. (This makes March 25th the last day for filing nominations.)

The Offices and Directorships to be filled by election are indicated by the following list:

Offices:

President, Vice-President, Secretary, and Treasurer.

Regional Directorships (Three-year terms):

Candidates for Regional Directorships shall be selected from the members of the Regional Divisions where the vacancies are about to occur. Retiring Regional Directors are not eligible for immediate re-election.

The three regional Directors to be elected at the coming Convention for three-year terms will represent the three Divisions named as follows:

South Atlantic Division:

States: Virginia, North Carolina, South Carolina, Alabama, Florida, Georgia.

Chapters: Alabama, Florida Central, Florida North, Florida South, Georgia, South Georgia, North Carolina, South Carolina, Virginia.

Gulf States Division:

States: Tennessee, Mississippi, Arkansas, Louisiana, Texas.

Chapters: Arkansas, Mississippi, Louisiana, North Louisiana, Tennessee, North Texas, South Texas, West Texas.

Sierra Nevada Division:

States: California, Nevada, Arizona, Hawaii, and all insular possessions in the Pacific.

Chapters: Northern California, Southern California, San Diego, Santa Barbara, Hawaii.

Regional Directorships (Adjusted Terms):

The following resolutions adopted by the Board of Directors at its December, 1935, meeting, are self-explanatory:

Whereas, The Sixty-seventh Convention adopted an amendment providing for the establishment of a tenth regional district; and

Whereas, The Board in compliance therewith has considered the existing regions, the territory, the Institute population, and the community interests of each thereof for the purpose of determining and establishing the territory of the additional district; now be it

Resolved, That there be and hereby is established a tenth Regional District, the territory of which shall comprise the State of Wisconsin, which is hereby removed from the Central States District; and the State of Illinois, which is hereby removed from the Great Lakes District; and be it further

Resolved, That the new region shall be titled the "Illinois-Wisconsin District"; and be it further

Resolved, That the Counties of St. Clair and Madison, in the state of Illinois, be and hereby are removed from the territory of the Saint Louis Chapter and the Central States District, and be and hereby are incorporated in and made part of the territory of the Central Illinois Chapter of the Illinois-Wisconsin District; and be it further

Resolved, That the first Regional Director of the said tenth Regional District shall be nominated and elected at the Convention in 1936 for a term of office ending at the Convention in 1937; thereafter, the terms of office of the succeeding regional directors from the said District shall be for three years; and be it further

Resolved, That a Regional Director from the Central States District shall be nominated and elected by the 1936 Convention for the term ending at the Convention of 1939; thereafter, the terms of office of the succeeding regional directors from the said district shall be for three years; and be it further

Resolved, That the Secretary shall immediately notify the chapters in the new district, in the Great Lakes District, and in the Central States District of the new district; notify the Saint Louis and the Central Illinois Chapters and the present Regional Directors of the Great Lakes District and of the Central States District of the changes in the territories of the said chapters and districts, and notify the Chapters within the Central States District, and within the new tenth District that Regional Directors from the respective districts will be nominated and elected for the terms of office hereinabove stated at the Convention in 1936; and be it further

Resolved, That the said changes in territory shall be effective and the said new district shall be established, immediately after the adjournment of the Sixty-eighth Convention.

Therefore, nominations will be in order as follows:

For Three Years:

Central States Division:

States: North Dakota, South Dakota, Minnesota, Iowa, Nebraska, Kansas, Missouri, Oklahoma.

Chapters: Iowa, Kansas, Kansas City, Minnesota, Nebraska, Oklahoma, St. Louis, St. Paul.

For One Year:

Illinois-Wisconsin Division:

States: Illinois and Wisconsin.

Chapters: Central Illinois, Chicago, Madison, Wisconsin.

A Cordial Invitation

This Convention will be of exceptional interest to every architect. The Institute asks that the Chapters join with it in urging all members who are not delegates, and all architects not affiliated with the Chapters, to make the journey to Williamsburg in May. Every architect, architectural draftsman, and architectural student will be cordially welcomed at all sessions of the Convention. Those not delegates will have the privilege of the floor, and their presence and participation are desired.

Instead of the customary three hundred we should have double that number of architects, their wives and families, at Williamsburg in May.

Ample hotel accommodations will be available at nearby Old Point Comfort. The cordial hospitality of Williamsburg Restoration, Inc., and of the authorities of William and Mary College, has been extended to the architectural profession through the Institute.

The time of the year, the environment of Williamsburg, and the opportunity for renewing friendships within the ranks of those who serve the most idealistic of all professions should call every architect away from the office, the job, and the drawing board, to meet with kindred spirits to enjoy a vision of Colonial days and to make some hopeful plans for the days to come.

Charles T. Ingham,
Secretary.

Meeting of the Board of Directors

December, 1935

TO THE MEMBERSHIP:

In each of the three depression years of 1932, 1933 and 1934, the income of the Institute was so reduced that it was not possible to hold the semi-annual meeting of the Board of Directors which usually takes place in November or December.

In 1935, thanks to the generous action of many chapters in subscribing a special fund for certain phases of Institute work, it was possible to hold again a semi-annual meeting of the Board—which took place in Washington at The Octagon during the first week of December.

This renewal of the fall Board meetings is a gratifying thing. It brings the fourteen Officers and Directors into closer touch with the work of the Institute and assures representative thought from all sections of the country.

The importance of the semi-annual meeting is such that the budget for 1936 has an appropriation for the purpose, provided the income in 1936 does not fall below reasonable expectations.

Various matters acted upon by the Board at its December meeting are epitomized in the following paragraphs, with resolutions adopted or summaries thereof. The complete Minutes record a total of 158 items of business, with 132 resolutions adopted. These, of course, include many items of a routine nature, such as elections, resignations, and disciplinary cases, which, under the basic law of the Institute, must be acted upon by the Board or Executive Committee.

It is obvious that the brief record here printed must omit many items and resolutions, the subject-matter of which is not appropriate for publication at this time, or is of a strictly routine nature.

Any member of the Institute may obtain complete information concerning action on any subject considered by the Board of Directors, by addressing a request to the Secretary. The Minutes of each meeting of the Board of Directors, and of the Executive Committee, are open at The Octagon to all members.

CHARLES T. INGHAM,
Secretary.

Time and Place of Meeting

December 3, 4, 5, and 6, 1935, at The Octagon, Washington, D. C.

Members Present

The President, Stephen F. Voorhees; the First Vice-President, Louis LaBeaume; the Second Vice-President, Francis P. Sullivan; the Secretary, Charles T. Ingham; the Treasurer, Edwin Bergstrom; and Directors Ralph H. Cameron, William T. Warren, David J. Witmer, Gerrit J. DeGelleke, Hubert G. Ripley, Richmond H. Shreve, William G. Nolting, William H. Crowell, and Walter R. McCornack.

The Executive Secretary, E. C. Kemper, and the Assistant Executive Secretary, Paul H. White, were also present.

Conference with Committee Chairmen

The first, and one of the most important matters, was a conference of the Board with the Chairmen of various Institute Committees, which took place on December 3.

All members of the Board were present; also the Committee Chairmen listed herein.

The President outlined the general purposes for which the joint meeting had been called, and his desire to develop a more comprehensive view of the program of the Institute and of methods by which its leadership of the profession could be made more effective.

In concluding his statement, Mr. Voorhees suggested that the Committee Chairmen make their reports in the order indicated in the invitation to the meeting, and that a general discussion take place after all reports had been made, with particular reference to questions related to the future status of architecture and the architect, and to the question, "Where is the Institute going?" He requested the Committee Chairmen to join with the Directors in a frank discussion of Institute aims and activities, with the purpose of ultimately leading to a course of action by the Institute, and by each Committee, which could be placed before the Convention and used as a ground-work for perhaps a ten-year Institute program.

The Committee Chairmen then reported in the following order:

Housing—Richmond H. Shreve, Chairman.
Public Works—Francis P. Sullivan, Chairman.
City and Regional Planning—Eliel Saarinen, Chairman.
Allied Arts—Ely Jacques Kahn, Chairman.
Construction Industry Relations—William Stanley Parker, Chairman.
Education—William Emerson, Chairman.
Convention Program—W. G. Nolting, Chairman.

The making of these reports consumed the morning session, and part of the afternoon session. Following the last report, there was extended general discussion. Thereafter each report was briefly reviewed and in some cases specific resolutions were adopted, as follows:

Government Housing Program

Resolved, As the sense of the meeting, that the Board of Directors of The American Institute of Architects express approval of the intention to set up, through special legislation, an agency of the Government of the United States charged with the duty to formulate and operate a national program for the development of low-rental housing; but that

The Directors urge that the active participation of such Government agency be limited to procuring and disseminating necessary general information and to furnishing financial aid for such projects, but do not include functions which are better left to local agencies, such as location, design, construction, ownership and administration; and

That the President, or such representative of the Institute as he may designate, be authorized to appear before Congress, or other Government bodies, to advocate and support the policies approved as noted above, and further, that the President be authorized to cooperate with other private or public agencies in the promotion of the purposes expressed above.

Small Houses

Resolved, As the sense of the meeting, that the Directors of The American Institute of Architects endorse the proposal of the Committee on Housing to establish, through the assistance of the Chapters of the Institute, local groups of architects prepared to furnish plans, specifications, and individual supervision in the small house field, in a manner to meet each local opportunity and demand for such professional service, and

That the Directors offer to Government agencies promoting better small house building, the assistance of the Institute through the Committee on Housing in raising the standards of value by means of the employment of competent architectural service.

It was the judgment of the Directors, that each local group should be free to organize a form and terms of association in such manner as is deemed best fitted to local conditions.

(This resolution and comment thereon by the Chairman of the Committee on Housing, Richmond H. Shreve, appear as a separate article in this number. See page 12.)

City and Regional Planning

Resolved, As the sense of the meeting, that the objectives of the Committee on City and Regional Planning should be, first, to create a widespread understanding of the necessity of a comprehensive civic design; second, to create the understanding among the members of the Institute that the opportunity is theirs, individually and collectively, to take the development of civic design into their hands; and third, to influence education in the architectural schools accordingly.

Public Works

Resolved, That the report of the Chairman of the Committee on Public Works be approved and the Committee requested to proceed along present lines.

Education

Resolved, That the Board thoroughly concurs in the work and program of the Committee on Education, as outlined in the progress report of that Committee, dated November 27, 1935.

The report of the Committee on Education concluded with a paragraph which met with special approval. It is printed elsewhere in this number. See page 13.

Allied Arts

Resolved, As the sense of the meeting, that the Board approve the proposal of the Committee on Allied Arts to hold an exhibition of industrial art in conjunction with the Sixty-eighth Convention, of the nature described in the report of the Committee, provided the Committee finds it feasible to assemble such an exhibition, either in Washington or at Williamsburg, at the time of the Convention, and without expense to the Institute.

At the conclusion of the afternoon session President Voorhees thanked the Committee Chairmen for their reports and for the valuable suggestions which they had offered to the general program of the Institute.

Public Works Appropriation—Policy

The President referred to the possibility of a new Public Works appropriation by Congress in 1936, and to the principles adopted by the Construction League at its November meeting. He

Board Meeting—*Continued.*

suggested that the Institute's position be formulated by the Board for the guidance of the Officers and the Committees on Public Works and Housing, at the coming session of Congress.

Resolved, That action on behalf of the Institute with respect to new public works appropriations be left with the President, and the Chairmen of the Committees on Housing and Public Works, in coordination with the Construction League of the United States.

Convention—State Association Members

The Secretary presented a letter of October 24 from the Secretary of the State Association of California Architects, transmitting a resolution with respect to selecting the personnel for future pre-Convention meetings of State Societies.

The Secretary then called attention to the resolution of the Sixty-seventh Convention, which recommended to the Board of Directors that in order to promote the interest of State Societies and to provide a clearing house for the affairs of State Association Members of the Institute the program for the Conventions of the Institute set aside one day for a pre-Convention meeting of State Associations.

Resolved, That a pre-Convention meeting of State Association Members of the Institute be held, which shall be limited to such Members, and that other state societies be extended the privilege of attending without the right to vote.

Convention Program and Arrangements

Director Nolting, Chairman of the Convention Committee, reported the visit made by him, the Secretary and the Executive Secretary to Old Point Comfort and Williamsburg, Virginia, in October.

His recommendations were that the Convention be held at Williamsburg and that the dates be early in May.

The Secretary also reported concerning Convention arrangements and submitted a draft of program.

The Board made numerous decisions with respect to Convention affairs. The first notice concerning the Convention appears as the leading article in this number.

Committee Reports—Supplementary to Board's Convention Report

The President suggested, for discussion, that the final reports of all Standing and Special Committees be summarized and printed as a supplement to the Board's Report. These summaries would be brief, perhaps quoting excerpts from the reports to show what had been accomplished during the year—thus answering in part the question "What is the Institute doing?"

Resolved, That at the discretion of the President excerpts from or synopses of reports of such committees as he may select be printed as a supplement to the Board's report to the Convention.

It was suggested that each Committee Chairman be requested to submit a synopsis, or abbreviated report, with his final report—to expedite the purposes of this resolution.

Following the discussion of the Convention program, the Board took action with regard to the award of the Fine Arts and Craftsmanship Medals, and with respect to nominations for Honorary and Honorary Corresponding Memberships.

Announcements with regard to these honors will be made in due course.

Standard Contract and Related Documents

The Chairman of the Committee on Construction Industry Relations, William Stanley Parker, met with the Board and submitted his communication of November 25, 1935, with regard to (1) Revision of the Standard Contract Documents; (2) "Full Cover Builders' Risk" Insurance Form, with accompanying "Report on Fire Insurance" dated February 1, 1933; (3) Standard Form of Arbitration Procedure; and (4) Standard Short Form of Agreement and General Conditions between Contractor and Owner.

Each of these documents was acted upon by the Board. Some amendments were made and more specific information will appear in future numbers of THE OCTAGON.

Contract—Short Form of Agreement and General Conditions

Mr. Parker submitted to each Director a proposed Standard Short Form of Agreement and General Conditions between Contractor and Owner, for small construction contracts.

He reviewed the demand for a short contract form of this type, which had arisen in connection with small house construction through activities of various Governmental agencies.

He said that The Federal Housing Administration and the Home Owners Loan Corporation would welcome the issuance of such a document by the Institute.

After consideration, action was as follows:

Resolved, That the Standard Short Form of Agreement and General Conditions between Contractor and Owner, for small construction contracts, be approved in principle, and referred back to the Committee on Construction Industry Relations for editing, after correspondence with members of the Board, eliciting their suggestions and comments; and be it further

Resolved, That the Standard Short Form of Contract be issued by the Secretary as soon as it has been approved by the Committee on Construction Industry Relations.

(This new short form of contract will be ready in February.)

Plans and Specifications—Charges to General Contractors

At the May, 1935, meeting of the Executive Committee, the subject of charging general contractors for plans and specifications was considered. It was then directed that the correspondence be referred to the Board for further consideration.

In this connection, further correspondence from the Associated General Contractors of America, the American Society of Civil Engineers, and a resolution of the Construction League of the United States, all condemning the practice, was submitted by the Secretary.

Mr. Parker read his report of November 25. There was extended discussion.

Resolved, That the matter of charging general contractors for plans and specifications be referred back to the Committee on Construction Industry Relations for clarification in the light of the discussion, for submission to the individual Directors by mail, and for further report to the Board in May.

In the discussion the following principles were generally accepted, but without a vote:

Each bidder is entitled to one set of plans and specifications free.

If he wants additional sets, he must pay the cost without rebate.

The architect should provide a reasonable number of sets of documents necessary for the construction of the building, no precise number to be stated; the owner to pay for any additional sets needed for estimating—this to be covered in the architect's agreement.

If satisfactory agreement cannot be signed with the owner, the architect is at liberty to assess bidders for the excess cost of documents.

Contractors and architects should jointly act to get proper procedure accepted by public officers.

Handbook of Architectural Practice—Revision

Mr. Bergstrom, appointed by the Board at the May meeting as Chairman of a special committee to re-study the Handbook, revise the text, etc., reported as follows:

The Committee has requested suggestions by a notice published in recent numbers of THE OCTAGON, and that a number of responses has been received. He said that in due course the revised edition would be submitted to the Board.

Schedule of Charges—Report and Proposed Revision

The Secretary submitted the report of the special Committee on Schedule of Charges, under date of April 27, 1934.

He said this report and accompanying revised draft of the Schedule of Charges has been pending for more than a year and that action on it had been deferred from time to time on account of the proposed Architects' Code.

Resolved, That the report of the Committee on Schedule of Charges, dated April 27, 1934, and accompanying revised draft of Schedule of Charges, be laid on the table for the present.

By-Law Amendments

The President said that after the Sixty-seventh Convention he had requested Mr. Bergstrom to act for the Executive Committee in carrying out the resolutions adopted by the Convention with respect to proposed By-law amendments, and to submit to the Board at this meeting—on behalf of the Executive Committee—those amendments which should be submitted to the Sixty-eighth Convention for adoption, and those amendments which related to matters of form and editing and not requiring Convention action.

Mr. Bergstrom then reported on the work which he had undertaken and submitted a complete By-laws for The American Institute of Architects, in mimeographed form, and extending from Chapter I to Chapter XVII, inclusive.

The Board then took up the chapters, articles, and sections of this complete By-laws and considered the same, section by section.

The amendments approved by the Board for submission to the Convention will appear in the February or March issue of THE OCTAGON, or in both.

Committees—Progress Reports

The Secretary stated that under the established procedure of the Institute the Special and Standing

Board Meeting—*Continued.*

Committees make two reports—namely, Progress Reports (to the Board at the semi-annual meeting); and Final Reports (to the Board at the annual meeting).

He stated that full information concerning the requirements for the submission of these reports had been transmitted to each Committee Chairman.

The Secretary then submitted the Progress Reports of the Standing and Special Committees, which were taken up in order and acted upon, in some cases with other matters relevant to the work of the committees.

These reports were approved as progress reports and in certain cases recommendations were made to the Chairman.

The President expressed his keen appreciation of the work of the Committee Chairmen, which expression met with the full concurrence of all members of the Board.

Memorial to Second Division—Location on the Ellipse

A communication of September 28 was read, addressed to the Institute by the following members: Messrs. Bessell, Cheney, Stanley-Brown, Bollenbacher, Abel, Foster, Rich, Ellett, and Kebbon.

They protested against the location of a Memorial to the Second Division on the north side of Constitution Avenue, between Sixteenth and Seventeenth Streets, and in the area known as the Ellipse grounds.

This protest had been referred to the Chairman of the Committee on National Capital, Francis P. Sullivan, for such action as he might deem proper.

Mr. Sullivan reported verbally. He described the Ellipse and the location of other memorials. He said that the architects who had protested did so on the ground that the erection of any memorial in the proposed location was calculated to destroy the harmony of the Ellipse and would serve as a precedent for the erection of other memorials.

Mr. Sullivan referred to his letters to the Fine Arts Commission, to John Russell Pope, and to General Harbord, and their replies.

He said the Committee on National Capital concurred with the Fine Arts Commission in the opinion that the site proposed for this memorial is a suitable one, and it recommended to the Board that no action be taken on the protest.

Resolved, **That the Board accepts the recommendation of the Committee on National Capital, and takes no action on the protest against the erection of a Memorial to the Second Division in the area known as the Ellipse grounds.**

Selection of Architects for Public Works—By Competition

The Chairman of the Committee on Public Works, Francis P. Sullivan, referred to the action of the Board in submitting to the Committee on Public Works the form of Competition for Selection of Architects for the Design of Public Buildings, as developed by the Southern California Chapter.

He reviewed the matter, as previously considered by the Convention and the Board, and the conditions set out in the proposed method. He recommended against its approval by the Institute.

Resolved, **That the Board concurs in the verbal report of the Chairman of the Committee on Public Works and does not approve the proposed form of competition for selection of architects for the design of public buildings, as developed by the Southern California Chapter.**

Regional Divisions—Reports of Directors

Reports—verbal or written—were submitted by the following Regional Directors:

Division	*Director*
New England	Hubert G. Ripley
New York	Richmond H. Shreve
Middle Atlantic	William G. Nolting
South Atlantic	William T. Warren
Great Lakes	Walter R. McCornack
Western Mountain	William H. Crowell
Central States	Gerrit J. De Gelleke
Gulf States	Ralph H. Cameron
Sierra Nevada	David J. Witmer

The President expressed his appreciation of the work of the Directors.

Resolved, **That the reports of Regional Directors be received, and that the Secretary be authorized to print excerpts therefrom in THE OCTAGON.**

Seal of Institute—Use on Exterior of Building

A letter of November 27 was presented, from the Chairman of the Committee on Practice, John P. B. Sinkler, stating that a member of the Institute had submitted the question:

"Has an Institute member the right to incorporate in the design of his sign (placed on the exterior of the building in which his office is located) the emblem of the Institute?"

Mr. Sinkler explained that this question had not been ruled upon before and that it would be desir-

able to have the opinion of the Board, rather than to make a ruling by the Committee on Practice.

It was the opinion of the Board—

That the use of the Seal of the Institute in the design of an architect's sign, placed on the exterior of a building in which his office is located, is improper and undesirable, and

That inasmuch as the Seal of the Institute is not the property of the individual it should not be used in connection with his work, or privately.

State Association Bulletins

The Secretary presented, for the information of the Board, a copy of resolution passed at the October Convention of the State Association of California Architects, in which it commended the Institute for its forethought, vision and helpful recognition in granting freedom of action to its State Association members in publishing bulletins pertaining to their activities and other matters of interest.

The Association offered its aid and support to the Institute in publishing information that the Institute might desire to release to all architects and the public.

The resolution was received with appreciation.

Who's Who in Art

A letter was presented, under date of October 21 from the President of the American Federation of Arts, concerning the inclusion of architects in the 1937 edition of "Who's Who in American Art."

This letter had been referred to Mr. C. C. Zantzinger, whose reply of November 19 was read; and to Mr. Upjohn, Chairman of the Committee on History of the Institute, whose reply of December 4 was read.

The Board was of the opinion that the inclusion of architects in "Who's Who in American Art" would be highly desirable, but that the project is one in which the Institute cannot take active part.

The Secretary was requested to advise the American Federation of Arts accordingly, and of the reasons why the Institute could not aid in the selection of architects to appear in the volume.

International Copyright Convention

At a special meeting of the Executive Committee, in May, correspondence was submitted relative to the International Copyright Convention and to Senate Bill 2465, providing certain changes or amendments in the International Copyright Law, some of which were said to adversely affect the practice of architecture in the United States, or at least to give an unfair advantage to architects in foreign countries over those in this country.

The Executive Committee had directed that the correspondence and bill be referred to Dr. Leicester B. Holland, of the Division of Fine Arts, Library of Congress, for comment and advice as to the implications involved, and for further reference to Counsel for advice as to procedure.

Dr. Holland's report of August 30 was read, and also letter of November 25, from Counsel.

Resolved, **That the matter be left in the hands of the Executive Secretary, for consultation with the American Engineering Council.**

If specific action is necessary, it may be taken by the President.

Appreciation of F. Leo Smith

The Secretary reported the death of F. Leo Smith, in Washington, on July 21, 1935. Mr. Smith had served since October 1, 1931, as the Technical Secretary of the Structural Service Department of the Institute. Since 1932, due to financial limitations, this service had been on a part-time basis. Mr. Ingham paid tribute to the loyal service rendered to The American Institute of Architects by Mr. Smith, and said that it would be difficult to find anyone qualified to take his place.

The following action was taken:

Resolved, **That the Board of Directors of The American Institute of Architects hereby record their appreciation of the valuable and loyal service rendered to the Institute and to the architectural profession by F. Leo Smith, during his years of service at The Octagon.**

The Secretary was requested to convey these sentiments to Mrs. Smith.

The Secretary also submitted a resolution of appreciation concerning F. Leo Smith adopted by The Producers' Council, which was received and ordered placed in the permanent record at The Octagon.

He also submitted a resolution by the American Standards Association, in a letter of October 29 from Mr. P. G. Agnew, Secretary, which was received and ordered placed in the permanent record at The Octagon.

Structural Service Program of the Institute

The Secretary stated that the death of F. Leo Smith, Technical Secretary of the Structural Service Department, had brought that activity to a

Board Meeting—*Continued.*

standstill, except for certain services performed by a member of The Octagon staff, formerly employed in the Structural Service Department, who has been engaged for one day a week to assign file numbers and do other work not requiring technical knowledge.

Mr. Ingham stated that Mr. Smith had received a small compensation from the Institute for his part-time service, which comprised a general oversight of Structural Service activities and representation on technical committees.

The Secretary then submitted a partial list of technical committees and groups on which The American Institute of Architects has maintained representation. In most cases Mr. Smith was the representative or the alternate.

He also submitted the following communications concerning the question of participation by the Institute in the work of many technical and special committees working in the Structural Service field:

Boston Chapter, A. I. A.—November 9, 1935.
American Society for Testing Materials—November 29, 1935.
American Standards Association—List of Committees on which Technical Secretary represents the A. I. A. —as of August 21, 1935.
American Society of Mechanical Engineers—July 11, 1935.
National Fire Protection Association—August 29, 1935.
Theodore I. Coe—November 26, 1935.
H. R. Dowswell—September 9, 1935.
Paul W. Norton, Chairman, Joint Committee on Standard Specifications for Concrete and Reinforced Concrete—May 24, October 18 and November 14, 1935.

Action was as follows:

Resolved, That the Executive Secretary be authorized to employ an architect or other qualified person to assist at The Octagon during 1936 in maintaining the Structural Service program on the same basis as in the first six months of 1935.

Joint Committee on Concrete and Reinforced Concrete—Program

The Secretary submitted a letter of December 3, addressed to the Institute by Paul W. Norton, and concurred in by N. Max Dunning and J. C. Bollenbacher. It stated that this Committee had determined to expedite its work with the services of a paid Technical Editor, a clerical staff, and facilities for contact with its sub-committees.

Mr. Norton desired to know if the Institute, whose representatives are constituent members of the Committee, would approve the obtaining of financial support from some Government agency.

Resolved, That the Board sees no objection to the proposal of the Joint Committee on Concrete and Reinforced Concrete, that it secure and accept financial aid from some Government agency for the purpose of expediting its work with the services of paid employees.

Board of Directors—Annual Meeting

As the dates of the Sixty-eighth Convention had been fixed as May 5, 6, 7, and 8, 1936, the Board considered dates for the annual meeting of the Board preceding the Convention.

Resolved, That the annual meeting of the Board of Directors be held in Washington, D. C., during the last week of April and the first week of May, 1936, on dates to be fixed by the President.

Board of Directors—Organization Meeting

The Secretary suggested that the dates be fixed for the organization meeting of the Board of Directors following the Convention.

Resolved, That the organization meeting of the Board of Directors be held at Old Point Comfort, Va., on May 9, 1936.

Architectural Service for Small Houses

(*Excerpt from Minutes of December Board Meeting.*)

Resolved, As the sense of the meeting, that the Directors of The American Institute of Architects endorse the proposal of the Committee on Housing to establish, through the assistance of the Chapters of the Institute, local groups of architects prepared to furnish plans, specifications, and individual supervision in the small house field, in a manner to meet each local opportunity and demand for such professional service, and

That the Directors offer to Government agencies promoting better small house building, the assistance of the Institute through the Committee on Housing in raising the standards of value by means of the employment of competent architectural service.

It was the judgment of the Directors with respect to this resolution, that each local group should be free to organize a form and terms of association in

such manner as is deemed best fitted to local conditions.

In commenting upon the foregoing resolution of the Board the Chairman of the Committee on Small Houses, R. H. Shreve, said:

The action of the Directors in this matter follows closely the spirit of the resolution adopted at the Institute Convention in 1935, which reads as follows:

"Resolved, That the Committee on Small Houses be instructed to study the development of a possible method of offering architectural service in the field of the small house in a manner appropriate to the opportunity and to the demand, and be further instructed to report the same to the Board of Directors at the earliest possible moment."

There are two elements of the proposal expressed in the resolution adopted by the Directors (*quoted at the beginning hereof*) which the profession will recognize as strengthening this effort to serve the small house field.

One is the intention to provide supervision in such measure as may be agreed upon to enable the architect to certify the execution of the work generally in accordance with the plans and specifications. The purpose here is to secure for the project not alone a good design and a well-prepared set of drawings, but more particularly such carrying out of these documents as will further add to the worth of the completed work. The plan stresses the value of the architect's services through the whole program, as against the use of a set of plans only. Thus, it is intended, the standard of design and workmanship shall be reflected in the greater realizable value of the completed operation.

The second paragraph of the resolution looks toward the cooperation of the Government in improving standards of construction and in recognizing the value added to the property by the architectural service. This may be accomplished by grading mortgage risks, by appraisals which include the equivalent of the architect's fee and by the education of the lender and the borrower to the end that they will understand that the one can afford to include in the loan and the other can afford to employ the assistance of the profession.

The Federal Housing Administration and the Federal Home Loan Bank System are both earnestly advancing this principle, working with the Institute's Committee on Housing to bring about practical application of this program in their financial operations. Effective steps have already been taken which when fully developed should provide a real opportunity for the architects of the country to work with Government Agencies to demonstrate and establish the merit of the Institute's attitude as indicated by this resolution.

It should be possible, and it is most desirable, to bring the profession to an understanding of the magnitude of the opportunity which exists in the small house field and the great importance of the assistance which the Government offers in sponsoring the employment of the architect in order to secure a better product.

Excerpt from the Report of the Committee on Education*

WILLIAM EMERSON, CHAIRMAN

"IN view of the prevalent preoccupation with function, rather than design, and the tendency to regard composition as little more than the assembling of pre-fabricated units, your committee believes that the time has come to make an appeal for beauty in our architecture—for the expression of something more in the exterior of a building than the mere portrayal in diagrammatic form of the structure as shown in plan. With full recognition of the research and reasoning so logically expressed in plan and structure, we believe that something more is needed, something beyond the purely utilitarian, that might be called either charm or beauty; but without which our creations fail to realize their full possibilities. Our appeal is that this is worth striving for, and that it is more likely to be embodied in our architecture when we recognize our debt to the past and the value of its lessons in meeting the problem of today."

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* *To the Board of Directors at the December, 1935, meeting.*

Publicizing Architectural Service

EXCERPTS FROM RADIO ADDRESS BY STEPHEN F. VOORHEES

Editor's note:

The radio program "The Building Industry Forum," sponsored by the Johns-Manville Company, on the theme of the importance of the architect in the housing field, in one of its recent broadcasts was fortunate in having as speakers the following outstanding personalities in the building industry: George LaPointe, Jr., President of the National Retail Lumber Dealers' Association; Stewart McDonald, Administrator of the Federal Housing Administration; Stephen F. Voorhees, President of The American Institute of Architects; Robert V. Fleming, President of the American Bankers Association; Harold Nelson, builder; and Lewis H. Brown, President of the Johns-Manville Company.

Each of the speakers stressed the importance of the architect in the housing field. The program was on the NBC chain of 53 stations. It publicized the architect and the value of architectural service in a dignified and telling manner.

Excerpts from the address of Stephen F. Voorhees follow:

A QUALITY house can result only from a combination of quality design, quality materials and quality construction.

A well designed arrangement for a kitchen, equipped with good range, refrigerator and sink, and finished with durable and pleasing materials will be a comfort and joy to the housewife, but if she must run all around in doing her work because of a bad plan, no amount of fine equipment or finishes will save the kitchen from failure. And how about the smoky fireplace? Will beautiful marble facing or a fine tile hearth make up for the smoke in your eyes? And so it is for the other parts and for the whole of the house. It must be designed to fit the comfort and convenience of the family and the house must fit the community as well as the family.

In addition, the quality house is pleasing in appearance both within and without—beautiful, if you will. This elusive thing called beauty results from good proportions, good shapes—or masses, as the architects call them—and good textures and pleasing colors. The architect includes these factors in his problem along with those of arrangement, strength and durability.

A good design will be utterly spoiled by poor materials and workmanship.

This country is full of houses which are not only bad now, but which were never good. If examined, it will be found that they were poorly designed or that they were constructed of low-grade materials or that the workmanship was poor.

So I repeat that a quality house will result from quality design, providing for comfort and convenience with beauty; plus quality materials lastingly serving these ends; plus quality construction through skillfully installed materials in accordance with the design.

The architects of America have made remarkable strides in economical home design and with their knowledge of planning and materials they can offer greater values in the homes built today than ever before. The thing that is needed most is for the public to be informed as to what the architect can give them today in terms of *1936 values.*

The architect is primarily the designer but as an essential service in realizing the design, he selects and describes the materials and supervises the construction for conformance with the design. The architect is trained to render these services professionally, impartially and in the client's interest. These services must be rendered in connection with every house and they are performed by someone but not always by an architect. The man who is trained for these services—the architect—is certainly the one best qualified to render them.

And so I would urge the prospective home owner to engage a qualified architect and a qualified builder and to insist upon the use of products of proven worth, produced by manufacturers of established reputation.

A quality house is a good investment for the owner and for the lender, and also it is a gratifying product for the architect, the producer and the constructor.

With the Chapters and State Associations

[Excerpts from Minutes, Bulletins and Reports]

Baltimore.

At a recent meeting of the Chapter, luncheon was served to seventeen members.

Mr. Nolting spoke on the plan for holding the Convention at Williamsburg in May.

Mr. Nolting pointed out that the Institute was very desirous of keeping all members and that the loss of members would affect the Chapter's representation at the annual convention. In view of this the following resolution was passed:

Resolved, That the Executive Committee make every effort to see that Institute dues of those delinquent be paid and that if any of the delinquent members were unable to pay the dues the Committee have power to consider the case and if they deem it desirable, take the note of the delinquent member for 50% of his obligation to the Institute and advance the amount of the note to the Institute along with the other 50% collected from said delinquent member.

A special meeting of the Executive Committee was called to discuss the matter of a voluntary agreement between members on the subject of fees.

Mr. Scarff read a report in which an analysis was made of various schedules of charges. After some discussion it was decided that Mr. Scarff embody his report in a finished statement which would be presented to a special meeting of the Chapter and that a uniform fee of 8% for residential work with 10% for alterations should be recommended for adoption.

Mr. Edmunds presented a letter from the Building Congress asking the cooperation of the Chapter in awarding a certificate for outstanding workmanship in the building trades. Mr. Edmunds then appointed a Committee to confer with the Building Congress on the subject.

Boston.

The January meeting of the Chapter was the occasion for a dinner, held in the gallery of the Boston Art Club.

Stephen F. Voorhees, President of the Institute, and Louis LaBeaume, Vice-President of the Institute, were the principal guests of the evening. The New England Chapters, the State Societies of Massachusetts and New Hampshire, the Architectural students of Harvard University, Massachusetts Institute of Technology, University of New Hampshire, and Atelier members of the Boston Architectural Club were all well represented.

President Voorhees gave an illustrated account of his impressions of the XIII International Congress of Architects.

Both President Voorhees and Vice-President LaBeaume spoke on the activities and policies of the Institute, tendencies in the profession, and gave encouraging forecasts of the future of the architect.

Chicago.

The January meeting of the Chapter was preceded by dinner at the Architects Club of Chicago.

After dinner the meeting adjourned and proceeded to the Chicago Plumbing Research and Testing Laboratory, which is located in the establishment of Hanley & Company.

A demonstration and lecture was given under the auspices of Mr. William R. Brookman, Secretary of the Illinois Master Plumbers Association, also editor of the Illinois Master Plumber.

The demonstration was on water pollution from back siphonage of plumbing fixtures and from cross-connections in plumbing systems; likewise a demonstration of vacuum breakers for the prevention of back siphonage in connection with flush valves.

The laboratory has been set up and its activities are carried on jointly by the Chicago Board of Health and the Plumbing Contractors Association of Chicago. It was established as an outgrowth of the amoebic dysentery epidemic which occurred in Chicago during the Century of Progress Exposition.

Washington, D. C.

The regular monthly meeting of the Chapter was held Thursday evening, January 2, at 8:00 o'clock, in the Auditorium of the Cosmos Club.

An evening of exceptional architectural interest was enjoyed by Chapter members and guests, as the meeting was addressed by Delos H. Smith, who spoke on the subject he knows so well—"Early Colonial Architecture," which he illustrated with slides from his extensive collection.

The meeting proved of interest and value not only to the members of the Chapter, but to many of their friends and clients, who were given the opportunity of enjoying the meeting with them.

As of Interest

Natchez Pilgrimage.

Through the courtesy of Mrs. S. A. Boatner, Business Secretary of the Natchez Garden Club of Natchez, Mississippi, an invitation is extended to architects, to participate in the Fifth Annual Pilgrimage to Natchez, March 27 to April 5, 1936.

Ante-bellum houses will be thrown open for inspection and many interesting and historically important objects of furnishings will be on display. Receptions, entertainments, balls, and pageants are on the program, and a most successful week of activities is anticipated.

National Exposition of Architecture, Decorative and Industrial Arts.

The National Exposition of Architecture, Decorative and Industrial Arts announces that the dates for the Exposition, to be held in the Grand Central Palace, New York City, have been advanced to February 10-19, 1936.

The architects and decorators are assuming leadership in their respective professions, to bring together forces that combine to stimulate new building operations and much needed remodeling of buildings. Nearly every home needs new decorations, new furnishings, new utilities, and new equipment. A vast public interest awaits the opportunity to view the recent improvements and inventions to modernize the home and to reduce labor and the cost of operation.

Previous Expositions of Architecture and Allied Arts, held by the Architectural League in Grand Central Palace, have attracted a large public attendance, with satisfactory results to the profession.

The James Harrison Steedman Memorial Fellowship in Architecture.

The Washington University, St. Louis, and the Governing Committee of the James Harrison Steedman Memorial Fellowship in Architecture announces the tenth competition for this Fellowship, to be held in the Spring of 1936.

The purpose of this Fellowship is to assist well qualified architectural graduates to benefit by a year in travel and the study of architecture in foreign countries, subject to the approval of the Committee and under the guidance and control of the School of Architecture of Washington University. To this end an annual award of fifteen hundred dollars is offered to the winner.

Application blanks for registration can be obtained at any time upon written request addressed to the acting head of the School of Architecture of Washington University, St. Louis, Missouri, to whom application blanks properly filled out must be returned not later than January 16, 1936. Any requests for supplementary information relative to the rules and regulations governing the Competition shall be made at the same time.

Delano and Aldrich Scholarship.

The Delano and Aldrich Traveling Scholarship of The American Institute of Architects for 1935 has been awarded to Guy S. Pison, French architect.

Monsieur Pison is a pupil of Victor Laloux, architect, and J. C. N. Forestier, landscape architect. He holds the diploma of the French Government and has been a competitor in the final stage of the Grand Prix de Rome. He has also enjoyed a Scholarship at the French School in Madrid (the Casa Velasquez).

He is a member of the School of Higher Studies in Spain and has received a bronze medal at the Salon des Artistes Francais. While in Spain he made a special study of Spanish patios and gardens and a reconstruction of the plan of the town of Merida, known as the Spanish Rome.

After devoting several weeks to New York City and its environs, M. Pison will visit Philadelphia, Washington and Boston, and will then continue to the coast, visiting Niagara Falls, Buffalo, Detroit, Chicago, Lincoln, Taos, Santa Fe, Pasadena, San Diego and neighboring points in Mexico. He plans to return to France via San Francisco, the Panama Canal and various West Indian ports.

The Institute bespeaks for him in his travels a friendly and helpful attitude on the part of the members of the profession.

New York University—Special Courses.

The Department of Architecture of New York University announces that during the second semester of this year they will offer a series of practical courses of interest to practicing architects, draughtsmen, engineers and contractors.

The courses will include Building Law, Plan Reading and Estimating, Specifications, Air-Conditioning, New Materials, and a special course on the making of surveys in connection with Housing and Community Planning with special emphasis on Survey Methods.